DOCUMENT RESUME

ED 354 907 IR 054 492

AUTHOR	Samet, Jan; And Others
TITLE	Collection Development Policy. Revised.
INSTITUTION	Northwestern State Univ., Natchitoches, La.
PUB DATE	9 Feb 93
NOTE	20p.; Prepared by the Collection Department Committee of the Eugene P. Watson Memorial Library. A revision of ED 284 575.
PUB TYPE	Guides - Non-Classroom Use (055)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Archives; Childrens Literature; *College Libraries; Guidelines; Higher Education; Institutional Mission; *Library Collection Development; Library Material Selection; Nonprint Media; Online Systems; Reading Materials; Records Management; Reference Materials; School Policy; Serials
IDENTIFIERS	*Library Policy; Northwestern State University LA

ABSTRACT

This policy is intended to serve as a guide for the selection and retention of materials for the Watson Memorial Library of Northwestern State University in Natchitoches (Louisiana) and its two branch facilities in Leesville and Shreveport. The mission of the university, the creation, dissemination, and acquisition of knowledge, is also that of the library, which collects and disseminates knowledge in forms that include print, non-print, and electronic media. Collections represent the spectrum of human thought and endeavor in response to the university's mission to provide a broad liberal education. The library endorses the "Library Bill of Rights" of the American Library Association (ALA) and "Freedom to Read," a joint statement of the ALA and the American Book Publishers' Council. Specific guidelines are given for the following parameters: (1) responsibility for selection and the selection process; (2) levels of collection intensity; (3) selection criteria; (4) formats; (5) duplicate copies; (6) reference materials; (7) serials; (8) children's literature; (9) recreational reading and best sellers; (10) textbooks; (11) study guides; (12) gift policy; (13) the Cammie G. Henry Research Center (archives and manuscripts); (14) U.S. government publications; (15) the Nursing Education Library in Shreveport (Louisiana); (16) the Fort Polk Library in Leesville (Louisiana); and (17) collection evaluation of existing collections. (SLD)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☐ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official OERI position or policy.

ED354907

COLLECTION DEVELOPMENT POLICY

Eugene P. Watson Memorial Library
Northwestern State University
Natchitoches, LA 71497

Collection Development Committee Members:

Jan Samet, Chair
Linda Cox
Thurlow Mayeaux
Evette Pearson
Mary Linn Wernet-Bandaries
Dana Witten

Ada Jarred, Director, and ex-officio member of the Committee

Adopted March 27, 1987; revised February 9, 1993,
by the Library Faculty:

Sherry Baumgardner
Linda Cox
Ada Jarred
Leroy Landon
Abbie Landry
Thurlow Mayeaux
Evette Pearson
Jan Samet
Fleming Thomas
Mary Linn Wernet-Bandaries
Dana Witten
Amanda Young

1205492

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Jan Samet

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

TABLE OF CONTENTS

Purpose	p. 3
Collection Development and the Mission Statement of Northwestern State University	p. 3
Intellectual Freedom and Integrity	p. 4
Responsibility for Selection and the Selection Process	p. 5
Levels of Collection Intensity and Selection Criteria	p. 6
Formats	p. 9
Duplicate Copies	p. 9
Reference Materials	p. 9
Serials	p.10
Children's Literature	p.10
Recreational Reading/Best Sellers	p.10
Textbooks	p.11
Study Guides	p.11
Gift Policy	p.11
Cammie G. Henry Research Center	p.12
U.S. Government Publications	p.14
Nursing Education Library, Shreveport	p.16
Fort Polk Library, Leesville	p.16
Collection Evaluation, Existing Collections	p.17

PURPOSE

This policy is intended to serve as a guide for the selection and retention of materials for the Watson Memorial Library of Northwestern State University in Natchitoches, Louisiana, including its two branch facilities in Leesville and Shreveport. The policy outlined herein shall not be construed as unalterable regulation, but rather as a guide. It is recommended that the policy be reviewed and amended at regular intervals to keep it current with changing programs and emphases at the University and with the changing needs of its constituent population.

COLLECTION DEVELOPMENT AND THE MISSION STATEMENT OF NORTHWESTERN STATE UNIVERSITY

Northwestern State University of Louisiana is "dedicated to the creation, dissemination, and acquisition of knowledge" (*NSU Mission Statement*). Accordingly, this mission becomes that of the Eugene P. Watson Memorial Library. As outlined in the succeeding statement, the Collection Development Policy of Watson Library concerns itself with the acquisition and dissemination of knowledge in its varied forms including print, non-print, and electronic media. The essential purpose of the general library collections is to support the curricular needs of the University.

The collections are intended to provide materials which will be of use to University students and students of the Louisiana School for Math, Science, and the Arts, who bring to their library work a wide variety of educational backgrounds, a variety of educational interests, and differing levels of educational attainment. In order to meet the requirements of the students of the Louisiana Scholars' College and of students in graduate programs, the collections also include materials suitable for in-depth study. Materials in the Cammie G. Henry Research Center, including the University Archives, are available to provide research challenges to the students of the Northwestern community.

Materials in the U.S. Documents Collection, while focusing most closely on the needs of the University Community, are also intended to meet the Government information needs of citizens residing in the 5th U.S. Congressional District.

The collections of Watson Library present the spectrum of human thought and endeavor in response to the University's mission to provide a broad liberal education. Those areas in which the University seeks a leadership role--teaching and nursing education--are supported by a rich collection suitable for research and study. The research and study needs of the Shreveport campus are underpinned by a strong collection of nursing materials at the branch library located there. As a selective depository for Federal documents and a depository for State documents, Watson Library also provides ample material for undergraduate business-related curricula and for the study of regional economic development, as well as for numerous other areas. The military population of Central Louisiana is served by a library at the Fort Polk

branch of NSU, supporting the first two years of undergraduate education which are offered on the Fort Polk Campus.

INTELLECTUAL FREEDOM AND INTEGRITY

Watson Library supports the anti-censorship stance of the American Library Association, and endorses the *Library Bill of Rights* and their joint statement (with the American Book Publishers' Council) on the *Freedom to Read*. Of particular importance to this Collection Development Policy are sections 1 and 2 of the *Library Bill of Rights*, and tenets 1, 2, 3, 6, and 7 of *Freedom to Read* which should be considered paramount among selection criteria.

LIBRARY BILL OF RIGHTS

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of the library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

Adopted June 18, 1948. Amended February 2, 1961, and June, 27, 1967, by the ALA Council.

Excerpts from FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own

political, moral or aesthetic views for determining what books should be published or circulated.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book solely on the basis of the personal history or the political affiliations of the author.

4. There is no place in our society for extra-legal efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

Issued in May 1953 by the American Library Association and the American Book Publishers' Council (later to become the Association of American Publishers).

RESPONSIBILITY FOR SELECTION AND THE SELECTION PROCESS

Anyone, including students, may recommend materials for selection by the Library, except in the case of recommendations for additions to special collections. **The primary responsibility for selection, however, rests with the teaching faculty and librarians of NSU. Further, the faculty shall ensure that the Library has the materials needed to further the educational mission of the University.** Faculty members are expected to recommend materials which serve to support the courses they teach and which supplement the general library collections appropriate to their disciplines and specialties. The Library will attempt to acquire through interlibrary loan or facsimile transmission those materials needed for research by students, faculty, or University staff which cannot be secured through purchase or which fall outside the collection guidelines. U.S. Government publications that are not available in Watson Library will be acquired through interlibrary loan from the Regional Depository at Louisiana Tech for patrons who request them.

Recommendations should be sent to the Collection Development Librarian, who will accept them at any time during the year, regardless of whether the book budget has been depleted. If a faculty member recommends an item which falls outside of this collection policy, he or she will be so notified.

The Library orders materials at the beginning of the budget year, and any unfilled requests from the previous year will take priority. Faculty requests are honored before all others, subject to the constraints of the budget and on-going commitments to purchase basic reference materials and to maintain a reasonable level of currency in the collections.

In order for the library collections to accurately reflect the needs of the NSU community, the Library must be notified when programs, majors, and courses are added, dropped, or changed. The Library desires to cooperate to the greatest extent possible with those departments or programs undergoing accreditation review. It is important that the Library Director be notified in as timely a manner as possible with regard to curricular changes and the accreditation process, since it may take as long as a year from the time library materials are ordered to the time they are available for use.

LEVELS OF COLLECTION INTENSITY

The selection of materials for Watson Library should be based upon the following levels of collection intensity or depth:

1. RESEARCH LEVEL provides major source materials required for thesis research and graduate level papers. Types of materials would include research reports, major reference works, specialized monographs, serials, indexes and abstracts. Collection for the following areas (which offer graduate degrees) should be pursued at the research level:

Art
Education*
English
History
Music
Nursing
Psychology
Student Personnel

*including the programs listed at the Study Level and Counselling and Guidance, Educational Administration/ Supervision, Reading, Secondary Teaching, and School Psychology

2. STUDY LEVEL provides materials adequate to support study on the undergraduate level. The collection at this level should contain basic monographs, representative journals, and key reference tools. In most instances these materials should provide definitions and fundamental concepts. Materials such as bibliographies and subject dictionaries and encyclopedias should be acquired. Collection for the following areas (which offer undergraduate degrees or emphases) should be pursued at the study level:

Accounting
Advertising Design
Agriculture
Animal Science
Anthropology
Aviation Science & Technology
Biology
Business Administration
Chemistry
Computer Information Systems
Computer Science
Drafting Technology
Education*
Electronic Engineering Technology
Equine Science
Foreign Languages**
Forestry
Geology
Home Economics
Industrial Management
Industrial Technology
Journalism
Mathematics
Medical Technology
Military Science
Office Administration
Philosophy
Photography
Physical Education
Physics
Plant & Soil Science
Political Science
Radiologic Technology
Social Science
Social Work
Sociology
Space Science
Speech
Theatre
Veterinary Technology

*Art Education, Business and Office Education, Distributive and Business Education, Early Childhood Education, Elementary Teaching, English Education, Education in Health-Physical Education-and Recreation, Industrial Arts Education, Mathematics Education, Music Education, Science Education, Social Science Education, Special Education, Speech Education, Vocational Home Economics Education

**French, Spanish, German

3. BASIC LEVEL provides materials which serve to introduce and define a subject and in which few selections are made beyond very basic reference books, monographs and representative journals. The basic level collections will offer some support for those areas in which Northwestern offers no major, but does offer coursework, or for which each library should have a representative collection in order to support a broad liberal education.

OTHER CONSIDERATIONS. In addition to subject-specific materials, Watson Library should actively collect appropriate materials of an interdisciplinary nature. English-language materials should predominate, though an adequate selection of foreign-language dictionaries and foreign-language materials sufficient to support the University's language course offerings should be ordered. Major emphasis will be placed on materials covering the United States and Western Europe. Other geographical areas will be covered at the basic level.

SELECTION CRITERIA

Adapted from Chart, p. 129, "The Selection Decision: Defining Criteria and Establishing Priorities," by John Rutledge and Luke Swindler. *College and Research Libraries*, 48(2):123-131 (March, 1987).

Consideration	1st Priority	2nd Priority	3rd Priority
Subject/Level	Direct support of graduate level programs Major field of scholarship RESEARCH LEVEL	Direct support of undergraduate programs STUDY LEVEL	Minor field of inquiry BASIC LEVEL
Intellectual Content	Key work/author in field Major critical study Major new contribution to learning Major reference work	General essay Representative material Basic monograph Basic serial	Marginal or polemical work
Potential Use/Users	Known researcher Program interest Patron request based on need/ probable need/ known interest	General interest Title recommended by patron without specific need	Infrequent use
Relation to Collections	Central to existing holdings Closely related Specialized information about an existing strength Necessary to intellectual integrity	Develops existing collection strength Historic collection strength Completes series or set	Specialized material
Bibliographic Concerns	Important publisher Significant sponsoring body Specialized publisher of high quality Major trade publisher	Specialized publisher Popular publisher	Research reports Working papers Pamphlets Ephemera
Other Factors	Geography: U.S., Western Europe In English	Asia, Middle East, Africa In French, Spanish, German	Other language

FORMATS

All formats of information should be considered for selection, providing the content falls within the guidelines set forth in this document. Consideration should, however, be given to the condition and durability of the materials. Materials which require special handling or which are delicate may not be appropriate for our collections. Some may be candidates for binding or other treatments which will increase their durability and, therefore, their usefulness to Watson Library and the University Community.

Non-print materials will be added to the collections according to the same criteria as materials in print formats. At the present time, emphasis is placed on audiocassettes, videocassettes, compact disks, and various microformats. In light of new and developing technologies and the progressive obsolescence of some established technologies, other formats may be proposed for addition to the collections if they meet the guidelines of this Collection Development Policy. In addition, the following should be considered in the selection of non-print materials:

1. Availability of hardware needed to use the item
2. Cost
3. Timeliness
4. Technical quality
5. Aesthetic appeal
6. Ease of use

DUPLICATE COPIES

It is the policy of Watson Library to acquire duplicates only in rare instances on a demonstrated-need basis. Duplicates may be acquired for special collections or branch libraries.

REFERENCE MATERIALS

Additions to the Reference Collection are selected according to the same criteria as materials for the circulating collection. Items are selected to support the curriculum and to meet the informational needs of the NSU community. Special emphasis should be placed on keeping the reference collection as current as possible.

The Reference Department is responsible for selecting materials indexed in *Essay and General Literature Index*. When money is available, materials listed in various biography, poetry, and short story indexes will be selected by the Reference Department as well.

SERIALS

New subscription requests are collectively reviewed by the Serials Review Committee in May of each year. Serial selections are based on the same criteria as outlined for other materials in this policy statement. In addition to those guidelines, the following must be taken into account:

1. Indexing and availability of the index in Watson Library
2. Cost of the serial
3. Overall serials budget for the year
4. Requestor of the serial; requesting department; number of faculty members requesting the serial
5. Subject emphasis (see collection intensity levels); interdisciplinary nature of the publication (number of departments which might use the title); size of enrollments in requesting program; potential usage
6. Publisher: EBSCO/order direct
7. Foreign language/publisher
8. Frequency of publication

Whenever a new serial is selected a decision should be made concerning the retention of that serial, and if it is to be retained indefinitely, whether or not it should be bound or purchased in microformat. Serials cannot and will not be selected and dropped on a yearly basis: a commitment must be made to support new serials on an on-going basis.

CHILDREN'S LITERATURE

Children's books are purchased by Watson Library to support the children's literature courses taught for teacher certification. Caldecott and Newberry Award winners and Honor Books, as well as a few select titles and appropriate reference books will be purchased annually.

RECREATIONAL READING/BEST SELLERS

A Reading Area has been established in the lobby of the first floor of Watson Library to provide a selection of recreational reading for the NSU community. Science fiction, popular fiction, mysteries, biographies, and selected non-fiction books are displayed on the Reading Area shelves. Currently, a core collection of classics and standards in these areas is augmented at regular intervals by materials received through a best seller approval plan. The Reading Area should be reviewed on an on-going basis for materials to be returned to the regular stacks or to be weeded from the collections.

Ephemeral items, such as Harlequin Romances and other formula fiction are not purchased. Further, such items, when acquired by gift, should not be added to the Reading Area or the regular library collections.

TEXTBOOKS

Watson Library does not purchase textbooks which are used in the classes taught at Northwestern State University. The purpose of the Watson Library collections is to complement textbooks and lectures and to further coursework and research. The Library is unable to satisfy such a demand and expects that students will purchase the textbooks used in their classes. On occasion, textbooks may be accepted as gifts if they meet other criteria set forth in the Collection Development Policy. Textbooks not used in classes may be purchased in those areas which fall within the basic level of collection, or in those disciplines where textbooks provide the best overview.

STUDY GUIDES

Study guides such as *Monarch Notes* or *Cliffs Notes* will not be purchased, nor, when received as gifts, will they be added to the collections. Students are expected to purchase their own study guides, should they need or want them.

Test tutors for such standardized tests as the GRE, the NTE, and others, as well as selected Civil Service exams will be purchased on a limited basis. The Library will attempt to acquire those aids which are appropriate to the students and Civil Service personnel of Northwestern State University. It is assumed, however, that most students and Civil Service job-seekers would prefer to purchase personal copies of such study guides and test tutors.

GIFT POLICY

Watson Memorial Library welcomes gifts of various kinds, including books and other library materials, equipment, monetary donations, and endowment funds. Such gifts enable the Library to provide materials and services which would not otherwise be available to the Northwestern community.

The Library accepts gifts of library materials only with the understanding that it reserves the right to use those gifts according to its needs. Unneeded items will be placed with other institutions, sold, or discarded as deemed appropriate by the Library.

The Library will provide an appropriate acknowledgment of each gift received, unless the donor specifies otherwise. Gifts numbering up to six items of any type will be acknowledged in itemized detail. Gifts of more than six items will be acknowledged generically as to number of books, periodicals, microfilms, etc. Donors needing an itemized

list of gifts consisting of more than six items are expected to provide such a list to the Library. The Library will then certify for the donor that the materials so itemized were received.

Gifts of books or cash may be made in memory, or in honor, of relatives, friends, or other individuals. The Library will send suitable cards, as directed by the donor, to announce those gifts.

The Library will normally use gifts of cash or endowment funds to purchase books or to meet other immediate needs. Donors, however, can specify the manner in which their gifts are to be used.

The tax authorities of Louisiana and of the United States will not accept a library's estimate of the value of any gift, since the library is a party to the gift. The Watson Library Staff, however, can provide the donor with the names of book dealers who can assess the value of the gift.

CAMMIE G. HENRY RESEARCH CENTER

The primary goal of the Cammie G. Henry Research Center is to provide materials for research for the students and faculty of Northwestern State University and to preserve these materials for posterity. Its areas of research strength include science, literature, geography, anthropology, biography, and the history of North Louisiana. The Research Center serves as an important enhancement to the academic reputation of the University, as well as being a highly visible presence in the Natchitoches community, generating good will for both the Library and the University.

A. University Archives and Manuscripts Collections

1. The Research Center is responsible for the University Archives and may collect University records, other organizational records connected with the University, and professional and business papers of persons associated with the University.

2. It may collect manuscript materials, cartographic records, and iconographic and textual records from designated geographical areas. Collections focus geographically on the region which comprised colonial Natchitoches, particularly the region from Alexandria north, and including the parishes of Natchitoches, Sabine, Red River, DeSoto, Winn, and Grant, and the areas associated with the Cane River, the Red River, and Bayou Pierre. Collection activity centers primarily on materials dating from Louisiana Statehood in 1812 to the present.

3. Artifacts will be accepted if they come with a collection, but will not be actively sought. Paintings, illustrations, drawings and prints by local artists or photographic prints of the local area will be sought for the collections.

4. The Research Center collects machine-readable records/archives which meet the other criteria for archival material, excepting published audio and visual presentations and performances.

5. A legal change of title form must be completed for each collection accepted. The Research Center will prepare an inventory of the collection both for the donor's records and for those of the Library.

6. Genealogy materials will be accepted only when they concern the Natchitoches area or have independent historical value.

B. The Louisiana Book Collection

1. The materials selected for this collection are primarily books, pamphlets, booklets, and serials concerning Louisiana, by Louisiana authors, or of relevance to the archival collections.

2. One or more of the following criteria must be met for an item to be selected for this collection:

- the work is concerned with Northwest Louisiana, Louisiana, the original Louisiana colony, the Mississippi River, or the Gulf of Mexico region, to a significant degree

- the author was born in Louisiana or is associated with Louisiana to a significant degree

3. Duplication of copies for the Louisiana Collection and the circulating collections will be decided on a case by case basis.

4. Serials about, or printed in Louisiana will be housed in the Louisiana Book Collection unless there is a demonstrable, logical reason to locate them elsewhere within Watson Library.

C. The Rare Book Collection

A book is considered rare and may be added to the Rare Book Collection with the approval of the Archivist if it meets any of the following criteria:

1. Published before 1895

2. Purchased from an out of print dealer at a cost of $100.00 or more

3. Tipped-in art plates, loose plates, portfolios

4. Direct connection with an archival collection

5. First or special edition

6. Autographed, inscribed, or annotated by the author or an individual connected with an archival collection

7. Recommended by librarian, faculty, or student for extra protection, even though it may not meet any other of the above criteria

D. Other Materials

Some materials maintained by the Cammie G. Henry Research Center do not fall neatly into the classifications of Rare Books, Louisiana materials, or Special Collections materials. They are as follows:

1. Newspapers: bound volumes of the *Natchitoches Times* and *Current Sauce* (NSU's student newspaper)

2. Mint copies of NSU theses and dissertations and senior theses by students of the Louisiana Scholars' College. These are kept as archival copies and, as such, are not used, except as an original for photocopy purposes in the event that another library copy of the work has been lost or damaged.

3. State documents received through the State Depository System.

4. Selected Louisiana telephone books which have been superseded, including those for the cities of:

   Campti, Colfax, Coushatta, Mansfield, Many, Natchitoches, Winnfield

6. Superseded Polk's city directories for Natchitoches.

U.S. GOVERNMENT PUBLICATIONS

Watson Library is an official depository for U.S. Government publications, and, as such, must conform to the procedures set forth in the *Instructions to Depository Libraries* which contains the official rules and regulations of the Federal Depository Library Program. Accordingly, while collection development will focus most closely on the needs of its primary user, the University Community, the collection will also be developed and maintained with the Government information needs of the citizens of the 5th U.S. Congressional District in view.

Designated as a Selective Depository Library in 1887, Watson Library emphasizes areas of current awareness and research strength in its Government Publications collection which include Native Americans, demography and population, education, fisheries and wildlife, food and nutrition, forestry, health and vital statistics, and labor statistics, as well as legislative, executive, and judicial materials.

As a Selective Depository, Watson Library is not required to receive all U.S. Government publications which are made available to depositories. However, to insure that local and

area needs can be met, there should be an appropriate level of selections, based on size and type of library. For Watson Library, which is considered a medium-sized, academic, general, four-year library, a selection level of 25% of the total number of items available for selection should be maintained.

Watson Library shall select the publications listed as the "basic collection" in the *Guidelines for the Depository Library System.* Relevant indexes shall be made available in the depository to facilitate access to the resources of the documents collection.

The *List of Classes of U.S. Government Publications Available for Selection by Depository Libraries*, and the annotated *Union List of Item Selections* form the basis for the selection of additional depository materials. Consideration is also given to the *Federal Depository Library Manual*'s suggested "core collection" for small academic libraries. In addition, the Government Printing Office's *Subject Bibliographies* and the *Publications Reference File* should be reviewed in order to make informed collection development decisions.

Watson Library should undertake an annual zero-based review of current item number selections to assure the continued relevance of the selections to existing library collections.

Other factors to consider when selecting or deselecting U.S. documents include, but are not limited to, the following:

1. The curriculum of the host institution
2. The research interests of the institution's faculty
3. The subject strengths of the Library's general collections
4. The presence of a Reserve Officers Training Corps program on campus
5. The distance to other selective depositories or to a regional depository
6. The economic base of the community which the Library serves
7. Other characteristics of the community, such as whether it is urban or rural, the local historical interests, area businesses and manufacturing concerns, and recreational interests or sites

All Government publications supplied to Watson Library under the Federal Depository Library Program remain the property of the United States Government and may not be disposed of, except as outlined in Chapter 4 of *Instructions to Depository Libraries.*

NURSING EDUCATION LIBRARY, SHREVEPORT

Briefly stated, the mission of the NSU Nursing Education Library is to support the curriculum and research needs --primarily in the subject areas relating to nursing education--of the students and faculty on the Shreveport Campus of Northwestern State University. The Library also provides nursing information to area nurses and others in the allied health fields.

Faculty are encouraged to become familiar with the library collection and to suggest for purchase titles, relative to their areas of expertise, which will support the curricular needs of the Nursing Division. Recommendations should be forwarded to the Nursing Librarian who will evaluate the requests. All recommendations will receive serious consideration, but budgetary and technical limitations may mean that not all can be honored.

As a part of its professional duties, the Library Staff continually weeds, selects materials for rebinding, and recommends items for purchase. Specialty journals and standard lists such as the *American Journal of Nursing*'s "Books of the Year," *Nursing Outlook*'s "Reference Sources for Nursing," and Brandon & Hill's "Selected List of Nursing Books and Journals" will be used in evaluating recommendations for purchase as well as items for deselection.

In recent years nursing bibliographies have become more available, but most give priority to current literature. Until comprehensive networking of nursing research libraries is established, it is appropriate for the Nursing Education Library to retain and preserve materials in the field of nursing even though they are outdated. These materials will become part of a special collection devoted to the history of nursing, and will serve to support the needs of both graduate and undergraduate students for an historical perspective in the field of nursing. Titles retained or acquired for this collection must be directly related to nursing or nursing education.

FORT POLK LIBRARY, LEESVILLE

The Northwestern State University-Fort Polk Branch Campus is "mindful of its obligation to students beyond the traditional college age and to the military population of Central Louisiana" (*NSU Mission Statement*). The goal of the NSU-Fort Polk Campus Library is to further the mission of the University as well as to serve the special requirements of the NSU-Fort Polk community. Thus, the collection development policy of the Fort Polk Campus Library will

concern itself with the support of these goals through the acquisition and dissemination of knowledge in its various forms, both print and non-print.

Collection intensity levels will be based on the basic and study levels outlined above. These levels will support courses which lead to the associate and baccalaureate degrees offered on this campus. Both the circulating and reference collections are selected with the express intent of supporting the curriculum and the informational needs of the NSU-Fort Polk community of library users. Materials should be in English except for foreign language dictionaries or items selected for foreign language courses. Hardcover editions, for the sake of durability, will be selected when available.

The branch Library, with limited physical space, has minimal potential for growth in the numbers of its holdings, necessitating a "steady-state" or "no-growth" collection. It is of primary importance that the most current information available be provided to our users. Materials will be weeded from the collection when they become out-dated, if they are in poor condition, or when newer editions are acquired through purchase, selective gift acceptance, or the weeding of duplicate volumes from Watson Library, Natchitoches.

Faculty members are encouraged to submit recommendations for materials purchases. The Fort Polk Branch Librarian will consult appropriate reviewing media and catalogs before submitting purchase requests.

Serial subscriptions are limited and, as with other materials, are based on the needs of the curriculum offerings at the NSU-Fort Polk Branch Campus. When budgeting permits, additional serial subscriptions should be a prime consideration.

Students at this remote site have access to electronic indexing for periodicals, U.S. Government publications, and the ERIC materials. This access is supported by telefacsimile access to indexed documents which are housed at NSU's Natchitoches and Shreveport sites. When needed materials cannot be obtained from other NSU Libraries, the Fort Polk Branch Library will attempt to secure them through interlibrary loan.

COLLECTION EVALUATION, EXISTING COLLECTIONS

"The library collection should be continually evaluated against standard bibliographies and evolving institutional requirements for purposes both of adding new titles and identifying for withdrawal those titles which have outlived their usefulness. No title should be retained for which a clear purpose is not evident in terms of academic programs or extra-curricular enrichment." (*Standards for College Libraries*, 1986; approved by ACRL Board of Directors, 1986.)

In line with the standards adopted by the Association of College and Research Libraries and the Watson Library Collection Development Policy, the Library will maintain an on-going collection evaluation program to remove out-of-date and worn out materials and to assure the general currency of the Library's holdings.

The Collection Development Librarian or his/her designees will be responsible for the overall evaluation and weeding program of the general library collections. When materials need recataloging for any reason, they shall be brought to the attention of the Collection Development Librarian and reviewed for retention. The Reference Division will review materials which have been returned to the Library after circulating and which are in poor condition, to determine whether to retain, rebind, or withdraw. Any member of the Watson Library Faculty or staff may suggest areas for evaluation or weeding.

The Government Documents Librarian will hold primary responsibility for the evaluation and disposition of Federal publications. The Archivist will make final decisions as to the disposition of materials held in the Library's Special Collections.

A slip indicating the justification for withdrawal will be inserted into each item selected for removal. Materials which have been selected to be withdrawn from the general library collections will be made available for review by the Library Faculty for one week before they are removed. Any faculty member with reasonable justification may challenge the decision to withdraw.

In addition to the collection development criteria previously outlined, some of the factors to be considered when evaluating materials for retention/removal include the following:

1. Is the item unnecessarily duplicated?
2. Is the item in poor condition? Has it been mutilated?
3. Does the Library have a later edition of the item?
4. Does the item contain technical material which is out of date?
5. Has the item circulated (note year stamped inside the back cover) within the past year?
6. Is the item part of an incomplete set (which cannot or probably will not be completed)?
7. If the item is to be withdrawn, should a replacement be purchased? Is a replacement available?

When appropriate, titles flagged for withdrawal should be checked against *Books for College Libraries* or other suitable lists of recommended books for library collections. Whether a book is still in print and whether it appears on a list of recommended titles should be considered in the weeding decision.

If for some reason a needed title cannot be replaced (out of print, too expensive, etc.), the Collection Development

Librarian will make the final decision on whether to withdraw the title.

Care should be taken not to weed books of special interest to the collections, such as items relating to the Archives and Research Collections. Materials indexed in *Essay and General Literature Index* and other selected poetry and drama indexes are so designated on the pockets affixed to their inside back covers, and should not be weeded if it is at all possible to retain them.

In evaluating serials, other considerations in addition to the basic collection development criteria should be taken into account. Those include:

1. Is the serial covered in an index to which the Library subscribes?

2. Does the serial have its own indexing?

3. Does the serial contain art work or color pictures of a unique or valuable nature?

4. How complete and what is the length of the run of the serial?

5. Can missing issues or volumes be filled in?

6. Can the serial be replaced in microform?

7. If the Library no longer receives the serial, how long has it been since it ceased or was cancelled?

Mircoforms and items in other non-print media should be evaluated according to criteria similar to those described for books and serials.